

HOOD CANAL COORDINATING COUNCIL - JOB ANNOUNCEMENT -

Position Title: Habitat Work Schedule Temporary Technician

Position Type: Temporary Employment

Reports to: Lead Entity Coordinator

About the Council: The [Hood Canal Coordinating Council](#) was established in 1985 as a watershed based "Council of Governments." It consists of the 5 general-purpose governments in the Hood Canal watershed (Jefferson, Kitsap and Mason Counties and the Port Gamble S'Klallam and Skokomish Tribes) and ex-officio members from various state and federal environmental and natural resource agencies. It is a Washington State Public Benefit corporation (RCW 24.03,) and non-profit entity under IRS Code 501(c)3.

Our Mission: The Hood Canal Coordinating Council, working with partners, community groups and citizens, will advocate for and implement regionally and locally appropriate actions to protect and enhance Hood Canal's environmental and economic health.

Job Description: The successful applicant for this temporary employment opportunity will be responsible for updating and enhancing project-specific information using the on-line [Habitat Work Schedule](#) (HWS) for salmon habitat projects and programmatic actions. This will require familiarizing oneself with both the public portal and log-in portal of the HWS; working with both HCCC and our salmon habitat project partner's staffs to determine content for the HWS database; gathering content such as design documents, before and after pictures, costs, and schedules; tracking measurable outcomes; and reporting at watershed and regional scales.

Desired qualifications:

Education:

- Work towards a Bachelor's Degree in environmental health, fish biology, habitat ecology, environmental engineering, or related field; Bachelor's Degree preferred.

Experience/knowledge/ability:

- Knowledge of aquatic ecology and linkages to salmon and trout
- Ability to work with word processing and spreadsheet software
- Ability to work with on-line databases
- Public speaking and inter-personal skills
- Experience in Hood Canal or Puget Sound salmon recovery preferred
- Ability to start immediately and continue through temporary appointment
- Valid Washington State license
- Use of personal vehicle
- Use of personal computer preferred

Physical Working Conditions: Work is conducted mostly in an office setting, but some time will be spent in field conditions. The position involves some walking, bending, reaching, and sitting or standing for long periods of time; will occasionally require some physical exertion such as walking over rough, muddy, uneven, swampy or mountainous

terrain and in inclement weather. Essential tasks require typing/keyboard skills, computer skills, phone usage, reading, speaking and listening; and field skills including: lifting and carrying of materials, equipment or other items weighing up to 25 lbs. Will be required to travel to various locations around the Hood Canal and Eastern Strait of Juan de Fuca Watersheds and on occasion potentially working some evenings and weekends.

Work Location: Poulsbo office, 17791 Fjord Drive NE, though location is negotiable. Additional trips to partner offices and some field locations will be required. The successful applicant should be able to rely on personal vehicle for work transportation.

Temporary Employment Dates: This temporary employee position will start June 15, 2009 or later, and continue through the next 3 to 6 months, not to exceed 1000 hours employment. There is no guarantee, explicit or implied, of continuing this temporary employment assignment past the dates provided above.

Pay Range: DOQ ~ \$11-13/hour, up to 40 hours per week. Office space, cell phone, and email will be provided, as well as previously-approved personal vehicle mileage reimbursement.

Application Procedures: To apply, please e-mail a resume and cover letter, with "Habitat Work Schedule Temporary Technician" in the email subject line, by June 8, 2009 at noon to Robin Lawlis, HCCC Administrative Manager at: rlawlis@hccc.wa.gov

The HCCC is an equal opportunity employer. No phone calls, please.